



## *Job Advertisement*

# **DEPARTMENT ASSISTANT I EVENING**

## **Town of Bedford, Council on Aging**

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The Town of Bedford (pop. 13,995) is searching for a part-time Department Assistant to provide support in maintaining day to day operations for the Council on Aging. This position reports directly to the Council on Aging Director. Duties include, but are not limited to: set up and break down of program areas, reception, answering the telephone; greeting visitors; prepare daily refreshments; arranges medical appointments and documentation; and coordination of evening programs for the senior population of Bedford. In addition, the Department Assistant helps promote social events programs, including planning events, trips, arranging for entertainment.

Successful candidate will possess exceptional attention to detail, excellent communication skills, ability to work with confidential information, and experience with personal computers including working knowledge of Microsoft Excel and Word. Candidate must be a team player, highly organized, self-motivated, and possess excellent judgment and customer service skills.

Previous education and/or experience in a municipal setting preferred. High School Diploma required; Associates degree preferred. Combination of experience and education may be substituted.

Starting salary for this position is \$16.87 per hour. This position is an 8 hrs/week position. The anticipated hours for this position are Monday and Wednesday evenings, 5:00 p.m. to 9:00 p.m.

Applications are preferred by Friday, September 25, 2015.

Application for employment may be downloaded at: [www.Bedfordma.gov/employment](http://www.Bedfordma.gov/employment)

**The Town of Bedford Job Application is required of all applicants, regardless of whether a resume is submitted.**

Please send completed applications, resume and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst  
Town of Bedford  
10 Mudge Way  
Bedford, MA 01730  
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.**